

**Minutes of the Executive Committee**  
**Monday, September 15, 2008**

Chair Dwyer called the meeting to order at 8:30 a.m. and led the committees in the Pledge of Allegiance.

**Executive Committee Members Present:**

Jim Dwyer  
Pat Haukohl  
Duane Paulson

Dave Swan  
Tom Schellinger

**Absent:**

Fritz Ruf  
Bonnie Morris

**Also Present:**

Director of Public Works Rich Bolte  
Airport Manager Keith Markano  
Director of Administration Norm Cummings  
IT Manager Mike Biagioli  
Chief of Staff Mark Mader  
Legislative Policy Advisor Dave Krahn  
Collections & Business Services Manager Sean Sander  
Principal Systems Analyst Ann Christman  
Budget Analyst Lyndsay Johnson  
Budget Management Specialist Linda Witkowski  
Director of HHS Peter Schuler

Chief Judge Mac Davis  
Architectural Services Manager Dennis Cerreta  
Accounting Services Manager Larry Dahl  
Emergency Preparedness Director Richard Tuma  
Chief of Staff Allison Bussler  
District Court Administrator Mike Niemon  
Circuit Court Services Business Manager Bob Snow  
Parks System Manager Duane Grimm  
Clerk of Courts Carolyn Evenson  
Business Services Administrator Donn Hoffmann  
Airport Operations Assistant Kurt Stannich

**Correspondence**

Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Jicha.

**Approve Minutes**

MOTION: Paulson moved, Swan second, to approve the minutes of August 18, 2008 as amended. Motion carried 5-0.

MOTION: Haukohl moved, Swan second, to approve the minutes of August 26, 2008. Motion carried 5-0.

**Review, Discuss and Consider 2009 – 2013 Capital Projects Plan Relative to Public Works – Buildings (Items 1-15)**

Item 1 Courthouse Lobby Modifications – Bolte said it is proposed to delay this project in 2008 and retain enough money in 2009 to move the project forward if a cost effective plan can be identified. Administration thinks security is working well with everyone getting in and out of the building safely. He would like to pursue an alternative plan designed by Cerreta that is cost appropriate and could be proposed in the next capital plan. He would like a plan that does not break the skin of the building and accomplishes the needs of the stakeholders. If Cerreta can identify such a plan, an architect can be hired. There is no money in the project for construction.

Dwyer said the committee will review this project in depth at a later date. He requested Bolte and Witkowski figure out how much money has been spent for this project to date and report the amount back to the committee.

Item 2 Courts Project Secured Corridor – Bolte said the Sheriff no longer wants to move prisoners through the building. The Crowe Chizek study also felt it is a bad practice to move prisoners through the hallways. This project addresses the movement of prisoners through the Courthouse by proposing a

connector from the 1990 jail to the Courthouse. Cerreta distributed and reviewed renderings of the project.

Dwyer asked what would happen to the connector if the oldest jail were demolished and a new tower is built as prescribed by the Kimme Plan? From the drawings, it appears the connector would have to be torn down. Bolte said accommodations would have to be made if the tower is built but that wouldn't happen for 20 years. Dwyer said you are suggesting we put money into a building that could be torn down shortly. Bolte said this will do something about the problem now. Cerreta explained this is a suggested preliminary design. The connector could be moved and reworked to connect to different parts of the building.

Dwyer said presuming courtrooms are added in the future, won't the connector prevent access to the area for building and demolition purposes. Cerreta said it has always been a challenge to get the old jail building out of there. Dwyer said the plan looks very nice but it doesn't answer all the questions.

Haukohl said she wouldn't want to invest this kind of money in a project unless there was a plan to keep the Courthouse. By agreeing to this project, the board agrees to renovate the Courthouse. Bolte said he doesn't agree with that at all. There is a problem that needs a solution now. The solution isn't perfect but it solves a problem. If it is decided to build a new courthouse, it won't happen for 30 years. This is money well spent for a 20-year commitment. The connector will be needed if the Courthouse is renovated.

Item 3 Courthouse Future Study – Bolte said this project answers the question of what will happen to the Courthouse in the future. We have a problem and need a solution.

Swan asked how much has been spent to fix the Courthouse? Bolte said millions of dollars have been spent in the 24 years he's worked here. Dwyer said we've been following the recommendations of a 25-year-old study detailing how to update the Courthouse to remain in the building "X" number years. We're looking to spend money to build a connector until the next step can be built. We need a big picture vision for the next 20+ years.

Davis said something needs to be done to the Courthouse lobby. Bolte didn't mention the most recent proposed plan for the front entrance that included renovating the Clerk of Court's space. The connector is a way to solve a problem but is it for the short or long term? The connector will not solve the prisoner transport problem because it will reduce the number of criminal courts with access to the connector. One of the courtrooms that will be attached to the connector is not configured to handle criminal courts. There won't be enough space if the number of criminal courtrooms is reduced. It will be difficult to get all prisoners out of the hallway. It will take some doing if a family court judge needs a courtroom with a connector. Building the connector will impinge on the Court's personnel budget because it is not easy to move people around. Converting the County Board room into a criminal court room could solve the space problem but it may not happen for many years. It is important to study all the issues. He doesn't know if he's in favor of a new courthouse or a long term plan from DOA. It could cost \$19 to \$25 million to renovate the Courthouse or \$22 to \$51.5 million to construct a new building. If more courtrooms are needed, he was told the Kimme addition would be built. The cost of the DOA plan plus the Kimme addition is \$52 million. If building a new courthouse is the same cost as renovating the existing one, it makes sense to build a new courthouse for the same price.

Paulson asked how often are prisoners transported to civil court? Davis said two to five prisoners are transported per month. The number could be cut in half without any trouble. Paulson asked are high profile criminals testifying in civil court? Davis said yes. The people charged with lesser crimes are only in the county jail for a short time and then transferred to Huber. Prisoners testifying here are usually

from prison. The number of incidents is low. Paulson commented that we are looking to spend millions of dollars per year for these lownumbers.

Cummingsaid from a risk management point of view, this isn't a huge expense spread over the next ten years. We want to be conservative amidst concerns that things will get more violent. He and Laura Stauffer agree this is a cost effective move.

Bolte distributed and reviewed a handout titled *DPW long Range Facility Plan*. He said the plan is the Department of Public Works vision.

Evenson asked how much square footage of the Courthouse is used by departments other than courts? Bolte said IT and the County Board are the only other departments in the Courthouse.

Bolte said questions have been raised about whether or not to keep theCourthouse going. The study would be money well spent to answer questions and be well-informed. The building is structurally sound. It needs work but works as a courthouse. Frankly, in order to outlive the term of any one county board, a study like this is needed.

Haukohl said she would rather see this money spent on a campus plan. The Courthouse can not be looked at as an isolated building. The total picture has to be evaluated. Bolte said the bigger the study the less likely any of it will be adopted.

Item 4 Courthouse AHU Replacement – Bolte said this project was deferred for renovation. This project would replace air-handling units and update distribution systems in order to adequately supply and control airflow to county offices. Most of the units were installed in 1959. The normal life expectancy of mechanical equipment is 25 years. The units are 46 years old, have exceeded their life expectancy and are not reliable from the standpoint of operations, maintenance and energy efficiency. It would cost more not to replace these units. This project will be very disruptive and best done as a comprehensive approach to building renovations. A consultant said the best thing would be to empty the building during the replacements.

Item 5 Third Floor Courthouse, Fireproof and Ceiling – Bolte said this project has been deferred for several years. Air handling complaints continue to be monitored. Cummings said a company comes in regularly and by complaint to monitor the situation. Bolte said the system is being maintained.

Item 6 Health and Human Services Building – Bolte said the cost of this building is based on a square foot estimate based on current costs. They don't have all the answers so they need to study the project. They need to learn how HHS staff work with justice staff, future plans, the historic status of the building, etc.

Cerreta said in order to build anything you need to define what you want to build. A problem needs to be defined before it can be solved. HHS staff has been reviewing the issue and has a summation 85% complete. Next an architect will be brought in to decide where the building should be located. The new facility should be built near the justice campus. Schuler said the juvenile court system will continue to be connected to HHS. If you separate the facilities, there will be parking and transportation issues.

Dwyer said he can not support a 55% increase in building costs. Bolte said costs have increased \$10 million due to the escalated cost of building materials. There is no incentive for the department to inflate costs The costs may continue to increase each year. The closer we get to construction, the better cost estimate. Dwyer said the county board approved this project according to the estimated cost in 2007. The board was told a new building could be built for less than the cost of renovations. Cummings said a

study was done in 1996 to see how many more years we could continue to use the HHS building. No one knew at that time what it would cost to build a new building. The cost of HVAC didn't make it cost effective to continue using the building.

Item 7 Northview Upgrades – Bolte said some building issues have been identified at Northview that should be taken care of since the county will continue to use the facility. The project goes on as planned. Haukohl said it makes sense to do this project since it will be here for ten to 20 years.

Item 8 Campus Fire Alarm Upgrades – Bolte said this project is deleted. The project was growing too large and needed to be further evaluated and better focused.

Item 9 Medical Examiner – Expansion – Bolte said construction is planned for 2009.

Item 10 Juvenile Center Boiler/Controls – Bolte said there have been scope and money updates to this project. The scope has been expanded to include new controls and distribution equipment.

Item 11 Law Enforcement Center HVAC – Bolte said this project has a fiscal update. The Center uses city water through the coolers and dumps it into the sewers. The water usage at the facility needs to be reduced. Haukohl said general fund balance will be used for this project.

Item 12 UW-Boiler, Chiller and Controls Replacement – Bolte said this new project begins in 2011.

Item 13 Highway Water Line Loop – Bolte said there is an unlooped water main near the Highway Operations and Communications Centers. County and water utility staff worked together to devise a plan to loop the main in case there is a break.

Item 14 Radio Services Building Expansion/Renovation – Tuma said the structure has a number of issues. The facility is 20 years old and not able to accommodate a trunked system infrastructure upgrade or replacement of the system infrastructure and future equipment space needs. The facility is a light commercial building that is vulnerable to weather damage and forcible entry. The renovation will harden the exterior of the structure. The addition will be located adjacent to the existing transmitter tower, be 1K square feet and house the generator, UPS and mechanical equipment and a secure lobby.

Dwyer asked if the federal trunked radio grant money being held by the state to provide a statewide system will affect this project? Tuma said it will have no impact. Some new equipment will be needed but it will be minimal.

Swan said Supervisor Gundrum is concerned about the increase in costs and would like a break down of costs. Tuma said the generator will cost \$84K and hardening the existing building will cost \$70K. There will be a secured lobby, doors, additional fencing, diesel gas generator, updated fuel storage, etc. Cerreta said project costs include a heat rejection system. Swan requested a more specific breakdown of costs. Cerreta said he would get Swan a study book which contains cost breakdowns.

Cummings said this project will deplete the radio service fund balance. Currently there is not enough money in the fund balance to cover costs but a positive cash flow is anticipated and loans to be paid from fund balance to end soon. Tuma said an additional \$300K additional will come from the Nextell Rebanding project.

Item 15 Communications Center Expansion – Bolte said there is a move to delay this project because we don't have any new customers for the Center and no need to expand yet. The project could be accelerated if there were new customers. Tuma said a major community could be added to the Center

now without any problems. Some minor reconfiguring would be needed. In the future if communities want to join the Center, depending on the size of the community, we would tell them their entry may be delayed.

Paulson asked if any communities are interested? Tuma said Elm Grove has had their phone service fail several times this year and may be interested in joining. We could easily accommodate them. Big Bend will be dispatched by the WCCC by the end of the year. No communities of considerable size have shown interest in joining.

**Review, Discuss and Consider 2009 – 2013 Capital Projects Plan Relative to Public Works – Roads (Items 16-31)**

The following projects are proceeding as planned.

Item 16 CTH VV, Marcy-Bette Drive

Item 17 CTH Y, I-43 – CTH I

Item 18 CTH L, CTH Y to Moorland Road

Item 20 CTH P, Bark River Bridge & Approaches

Item 24 CTH CW, Ashippun River Bridge

Item 25 Bridge Aid Program

Item 26 Culvert Replacement Program

Item 19 CTH O, CTH I to Hackberry Lane – Haukohl asked if this was phase one or two of this project? Bolte explained the description on the project form is correct while the description on the spreadsheet is not. The section north of Highway 59 will be worked.

Item 21 CTH TT, USH 18 – Northview – Bolte said it is proposed to delete this project.

Item 22 CTH D, Calhoun – Intersection – Bolte said this project will widen and improve the intersection of Cleveland Avenue and Calhoun Road in New Berlin. The intersection will be rebuilt and widened to two thru traffic lanes and a left turn lane on all four approaches to the intersection. The work would be done to match the future planned widening of Calhoun Road by the City of New Berlin and the future widening of Cleveland Avenue by the county. Evans said this project is a major cutback from past project plans. The original project included three miles of roadway plus the intersection.

Item 23 CTH VV, CTH Y to Marcy Road – Bolte said the revenue change for this project includes federal money. The project is as planned. Evans said the SEWRPC Jurisdictional Highway Plan for 2010 shows this portion of VV as a four-lane roadway.

Item 27 Signal Safety Improvements – Bolte said a dilemma with this project is not closing Barker and Springdale Roads at the same time. The priority is to replace the bridge on Springdale Road. Swan asked how large will the intersection be at Springdale Road and North Avenue? Evans said we will put in an intersection that will eventually be replaced with a four lane.

Item 28 Repaving Program 2007-2012 – Dwyer asked have repaving costs been up and down all year? Evans said prices have been mostly up. The county bid its contract in January and were spared most of it. Costs will go up next year.

Item 29 Repaving Program 2013-2017 – Bolte said money was put into the program last year. Evans said we will look at our techniques and try to stretch the dollar further.

Item 30 CTH F Rehabilitation (I-94, STH 190) – Bolte said this is a new project to rehabilitate CTH F. The state rehabbed their section of the roadway, now it is time for the county to complete their section using federal funds.

Item 31 CTH K Rehabilitation (132<sup>nd</sup> to 124<sup>th</sup>) – Bolte said this project will be designed and built by the Village of Butler to county standards because the village wants it done now rather than wait for the county's schedule. The Village of Butler has agreed to pay one-third of the project costs. Under a project agreement, the village will pay all of the project costs and the county will reimburse the village not more than \$500K in 2012.

Haukohl asked if this project can be moved forward? The county should try to find a way to pay for the project sooner. Dwyer said if the village is happy with the agreement, why should the county move it forward. Evans said this project is in line with our regular practice of putting projects at the end of the capital plan.

**Discuss and Consider Ordinance 163-O-036: Repeal and Recreate Waukesha County Code of Ordinances, Section 7-15 to Update Bidding Amount Minimums**

MOTION: Paulson moved, Haukohl second, to approve Ordinance 163-O-036.

Bolte said the state statutes have increased the bidding amount minimums. This ordinance brings the Waukesha County Code into compliance with state statutes.

Motion carried: 5-0.

**Review, Discuss and Consider 2009 – 2013 Capital Projects Plan Relative to the Waukesha County Airport Projects (Items 32-37)**

Item 32 Master Plan Update – Markano said this project is as planned to update the 2001 Master Plan to comply with the federal recommendations for updating the plan every ten years. The current plan will be ten years old when we get around to updating it.

Item 33 Airport Maintenance & Snow Removal Equipment Building – Markano said this project will be designed in 2009 and constructed in 2010. The project will relocate and build a new airport maintenance and snow removal equipment building to create more space for maintenance vehicles and airfield snow removal equipment. The new building will allow vehicles to drive through the hangar and provide office space and rest rooms. The current structure is 42-years-old and not large enough to house all of the snow removal contractor's equipment and does not have adequate office space, phone lines and rest rooms. The building will be located where hangar 511 is currently located on the north side of the airport near the old terminal.

Dwyer asked if this project could be done better, cheaper, less fancy or with different types of materials? Markano said the building has requirements to fulfill for drainage, exhaust, fireproofing, etc. The office will be small with space for a computer and phone and radio chargers. The FBO will be responsible for taking care of minor maintenance and utilities. The airport doesn't use the same corrosive salt materials used on roads but will have an adequate water drainage system to handle runoff.

Swan requested more detail showing why the airport needs more space. Markano said the current building wasn't designed for snow removal equipment so there are no floor drains, which becomes a problem when the snow melts from the equipment. The current facility is not up to code electrically, has gas heaters but lacks exhaust capabilities, has no office area, etc. Part of the project cost covers the

demolition of the building. More space is needed to keep up with the growth in the airport and protect the expensive snow removal equipment.

Item 34 Taxiways C & D Repair & Lighting – Markano said there was a delay and cost update to this project due to delays at the FAA releasing only two-thirds of funding to states. The state will allot money by priority. The project will repair pavement and install LED lighting on taxiways “C” and “D.” The project will also involve approximately 300 feet of taxiway “F” between taxiways “A” and “D.” This area is located in some of the oldest sections of the airport.

Item 35 Runway 10/28 Rehabilitation – Markano said we wanted to move this project forward to coincide with the safety area projects to compress as much work as possible when the runways are closed. The project sheet should say the design in 2009 and construction 2010. A lot of tenants will be temporarily displaced during the work even though most work will be done at the ends of the runway. The pavement will be reevaluated as the project date gets closer.

Item 36 Airport Gate Redesign – Markano said last year the airport had three incidents with people unfamiliar with the airport “piggy-backing” into airport entrances and ending up on runways. This project will re-design gates 9 and 11 to allow authorized only personnel access to the airport and to prevent piggy-backing. Gate 10 will also be replaced. Because of the incident with unauthorized vehicles on the runway, the FAA visited the airport and recommended changes to increase safety and security. The redesigned gates will be a staggered system similar to those used at Mitchell Field. The updates will also include new signage and widening of the entrance pavement throats on Northview.

Dwyer asked why can’t you shut down one entrance to limit access? Markano said there are airport roads that are vehicle only and some that are vehicle/aircraft. It can be confusing if you’re not familiar with the system. They would like to keep vehicles on “vehicles only” roadways. Users have proximity cards with assigned authorization. Dwyer requested a breakdown of costs. Markano said he would send the information to the committee.

Item 37 Pavement Rehabilitation South T-Hangar and N Ramp – Markano said in 1998 pavement surrounding the hangars owned by Waukesha County in the southeast area was replaced. The project included the pavement between the hangars and did not include any pavement inside the hangars or within three feet of the existing hangars. The poor soil conditions underneath the door guide footings were not resolved causing seasonal expansion and contraction of the ground under the older paved areas to break door guide footings and render several of the hangars unusable. This project will remove existing failing pavement surrounding hangar doors and replace it with new pavement including properly footed hangar door guides. The project costs are based on engineering estimates. Dwyer asked for specific pricing information on the project.

## **Review, Discuss and Consider 2009 – 2013 Capital Projects Plan Relative to Information Systems and County-Wide Technology Projects (Items 46-55)**

Item 46 Update & Integrate Courtroom Technology – Biagioli said this project will be a partnership between Courts and IT and led by Courts.

Snow said courtroom sound and related technologies have evolved significantly since the courtrooms were updated in 1996-1997. Piecemeal replacement or upgrading will become expensive and frequent breakdowns or problems slow down daily legal system activities. The courtroom and hearing rooms incorporate basic sound system and legal system activities. There are several stand-alone video-conferencing and digital audio recording systems shared across multiple locations. Consideration and introduction of a variety of new sound and video technologies would improve business activities

conducted in the courtrooms and is needed to meet service demands required by legal professionals. It is time to consider new technologies that are available, assess what best serves Waukesha business needs, and plan and initiate comprehensive upgrades to all affected locations. The project is designed to first bring in a technology consultant with expertise in these technologies and its use in courts. Based on the business functions and technologies recommended, modifications and improvements will be made to a single courtroom to assess the effort and consider planning for upgrading additional courtrooms in a phased manner.

Dwyer asked how does this project fit into the future of the Courthouse? Snow indicated that the equipment can be moved from one area to another. An underlying network will have to be installed if the building is demolished but the equipment can be used elsewhere.

Dwyer asked were any technological upgrades done in the courtrooms that have been remodeled? Snow said most renovations were physical. The underlying network ability was put into place a few months ago. The recent remodeling won't be affected. Every courtroom has well-located network and power boxes and sound connections.

Dwyer asked will there be any problems trying to make the technology work in courtrooms that are smaller than Supreme Court standards? Snow said the majority of our spaces aren't deficient according to Supreme Court rules. The enhancements will make our existing space better. It can get cluttered when you retrofit technology. We want to bring in a consultant to work through the technology and how it applies to what is done in different courts.

Item 47 Implement HHS Automated Systems – Biagioli said the return on investment for this project will be five years after implementation including a potential staff reduction equivalent to 5 FTEs.

Haukoil asked what are the tangible savings? Biagioli said there will be a savings of \$327K which is a combination of several items including folders, stickers, paper, paper document storage/space, etc.

Paulson said he wouldn't want the eliminated FTEs to be social workers working caseloads. Schuler said there will be a savings in business and clerical staff. Christman said some work will be shifted because hard records will no longer need to be pulled. All documents will be scanned into the system.

Item 48 Digital Radio System Upgrade – Biagioli said this project is as planned. The migration to digital technology is required because the vendor will no longer support the current analog system and the system has reached its normal life cycle. As analog systems age their reliability can be negatively affected. All new trunked radio systems will be required to meet the new FCC standards or upgraded to the new platform. Digital technology offers new features, the ability to track radios, better interoperability with neighbors and meets national standards.

Item 49 CAD Replacement – Tuma said a consultant was hired in 2008 to work on project design. The estimated cost to replace the system is \$1.2 to \$2.5 million. The new vendor will write interfaces between the new system and existing systems. The new vendor will be required to demonstrate its product using Waukesha County databases. Cummings said money was put into the IT general fund reserve to replace equipment. Witkowski said she will update the project sheet to better outline fund balance language.

Item 50 Asset Management Conversion – Biagioli said item 50 was deleted and combined with item 51.

Item 51 Asset Management System – Evans said the purpose of this project is to fund the replacement of the county's current software used by facilities (Maximus) and Highways (CarteGraph) to receive and



schedule end-user department work order requests and manage space allocation and building assets. It would move the existing Highways database from an Access database format to a database supported by the vendor. The proposed new software would be a web-based asset, building, highway management tracking and work order management system.

Cummings said we aren't the only government that has these needs. Evans said we're willing to do the homework to see what options are out there. Grimm said a lot of firms have systems with modules. Biagioli said we found other organizations that are using this kind of software.

Item 52 Re-engineering IT Infrastructure – Biagioli said this project is as planned and will be completed in 2009.

Item 53 IT Infrastructure Upgrade Wiring Closets – Biagioli said this project will begin modifying wiring closets in 2009. Wiring closets need to be updated for the technology of the future including VOIP. UPS (uninterruptible power supply) will be in the wiring closets to provide a continuous source of power. An external communications and network consultant contracted in 2004 identified the network infrastructure as inadequate to support VOIP and significant modifications would have to be made to our infrastructure to accommodate this transition. The upgrade will include additional cooling in some closets and possible relocation of others. Biagioli is working closely with Bolte on future building projects that may involve wiring closets.

Paulson said he thought the county had a back-up battery source. Why do we need UPS? Biagioli said the system we have powers the computer room but not the wiring closets. There is a separate generator for IT but it doesn't power PCs.

Item 54 Time and Attendance System – Dahl said the county currently uses two systems, Ceridian Time and Attendance Professional System, to collect time and attendance data for the biweekly payroll and to manage the accrual of time-driven benefits. The product is coming to the end of its life cycle. While the vendor has not yet announced plans to discontinue it, they have shifted development resources to a new product. The resources budgeted in this project would be used to evaluate whether the county should continue with an upgraded version of the existing application, change to a different application from the same vendor or acquire a product from a third party.

Cummings said the current system is not the most efficient system. The new system will be as efficient as possible and save time. It will be well worth the cost to upgrade.

Paulson said the county could keep using this for several years before updating. Cummings said the upgrade will bring more efficiencies. Paulson said he'd like to see the exceptions that are causing problems. How is the new system easier to use? Cummings said the current system is very time consuming for departments. Dahl said it is hard to get future cost estimates from vendors so there is no ROI data available.

Item 55 E-Document Management & Archival – Cummings said the county doesn't have an effective way to manage documents. Backups are currently run for instances when the system goes down for retention. Biagioli said we have an optical scanning system so when documents are processed they are scanned, given a bar code and put on optical disks that cannot be rewritten. There is no way to know when documents should be deleted. The county has a records retention policy for hard copies but nothing for e-copies. Cummings said we cannot keep saving things or the garbage will run over. A new e-document management and archival system would trace the age of documents along with performing key word searches. This project would require a lot of staff education. This upgrade would make open

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records requests much easier to handle. The largest danger in Waukesha County is keeping documents we don't need to keep. Sander said the system will also identify duplicate copies and only keep one.

Biagioli said a workgroup for this project will identify what items need to be kept and what can be destroyed.

**Discuss 2009-2013 Capital Projects to be Agendized for Further Discussion and Consideration at the October 6, 2008 Executive Committee Meeting**

The committee will compile a list of 2009 – 2013 capital projects for further discussion at the September 18, 2008 Executive Committee meeting.

The meeting adjourned at 3:30 p.m. Motion carried 5-0.

Respectfully submitted,

Bonnie J. Morris  
Secretary